

POLICE CHIEF – 5691

General Statement of Duties

Performs administrative, managerial, and specialized law enforcement work in planning, organizing, and directing the activities of the Police Department.

Distinguishing Features of the Class

An employee in this class plans and directs the law enforcement program of the City. The employee is responsible for the protection of life and property through a varied program of enforcement, detection, investigation and prevention of crime and accidents. Work involves a full managerial and supervisory role including the establishment of operations and policy, creating and articulating a community policing philosophy, establishing trust and credibility with the community; establishing departmental vision and mission and communicating to staff; and planning for and implementing special law enforcement activities. Work also includes overseeing the preparation of reports; cooperating with other law enforcement agencies; preparing and managing budgets; overseeing the application of technology within the department; and managing all department personnel. Work is performed in accordance with departmental policy, the Council-Manager form of government, and State and Federal statutes. The employee is subject to hazards associated with law enforcement which include working in both inside and outside environments, in extreme cold weather, and exposure to various hazards such as noise, proximity to moving mechanical parts, and electrical current. Work is performed under the direct supervision of the City Manager and is evaluated through periodic conferences, observation of results achieved, and review of records, reports and files.

Duties and Responsibilities

Performs all administrative functions to include strategic planning, establishing departmental goals and objectives; develops budgets for the department and provides recommendations to the City Manager, provides budget administration and purchasing for the department, supervises and/or writes and administers grants, supervises staff use and care of vehicles, technology and equipment.

Establishes and communicates standards of performance and a philosophy of law enforcement for the department; develops a vision and clear direction with staff; develops staff capacities; creates a high performance work team; provides leadership, motivation, conflict resolution, succession planning, performance coaching and evaluation programs for staff.

Oversees recruitment, selection, career development and training of personnel for the department; advises, directs, and consults with subordinate officers on matters of training, work assignments, scheduling, and discipline; develops teamwork and staff leadership skills.

Establishes credibility and trust with the community through various community education and outreach programs; receives and acts upon inquiries or complaints from the public.

Manages the functions of the department including patrol, investigations, and related activities; supervises internal personnel investigations; collaboratively establishes and communicates policies, procedures and operations; sets priorities; and evaluates the department and its personnel.

Works with the public and staff on difficult or unusual crime situations; and, cooperates with other law enforcement agencies in crime prevention, detection, and investigative activities.

Represents the Police Department and the City in presentations to and with civic and volunteer organizations; drafts press releases and conducts media briefings; oversees department presence on social media.

Additional Job Duties

Follows the chain of command and Council-Manager form of government in addressing issues with the City Manager; keeps the Manager informed on Council discussions and issues.

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

- Thorough knowledge of law enforcement principles, practices, methods, and equipment.
- Thorough knowledge of state and federal laws, local ordinances, and policies of the police department.
- Thorough knowledge of the physical, economic, and social characteristics of the City.
- Considerable knowledge of modern public sector personnel laws and regulations and City policies.
- Considerable knowledge of policies and principles involved in public sector budgeting and purchasing; considerable knowledge of City budgeting, purchasing and personnel policies.
- Considerable knowledge of the application of information technology to law enforcement work.
- Thorough knowledge and skill in motivation, communications, leadership, performance coaching and evaluation other skills necessary to develop a high performance team.
- Skill in the use of firearms and other police equipment, and in the application of self-defense tactics.
- Skill in public presentations and collaborative conflict resolution.
- Skill and ability to effectively and efficiently manage a department including all related administrative and supervisory functions involving personnel and budget administration.
- Ability to establish authority, earn respect and to lead and inspire confidence among subordinate officers.
- Ability to act with sound judgment in routine and emergency situations.
- Ability to plan and direct special programs and events related to law enforcement.
- Ability to build and maintain cooperative and effective public relations with the community.

Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and perform repetitive motions.
- Must be able to perform light work and exert up to 20 pounds of force occasionally, 10 pounds of force frequently, and a negligible amount of force constantly to move objects.
- Must possess the visual acuity to perform extensive reading, administrative, and computer work.

Desirable Education and Experience

- Graduation from an accredited college or university with a degree in criminal justice or public administration, supplemented by advanced course in police administration and management, and considerable management experience of a progressive responsible nature in law enforcement work; or an equivalent combination of education and experience.

Special Requirement

- Possession of a valid North Carolina driver's license and completion of the minimum requirements established by the North Carolina Justice Training and Standards Council for certified law enforcement officers. Prefer advanced law enforcement certification.